

Meeting Minutes X

[REROUTE – Group 16]

Meeting Minutes

Date: [03/04/2025] – Tuesday

Time: [10 am]

Location: [ST 237A], or virtual

Facilitator/Chairperson: [Andrew Pauls and Turner Kassie]

Note Taker: [Andrew Pauls]

1. Attendance

Present:

- [Cole Corbett - Developer] - present in person
 - [Cam Carvalho– Developer] – present virtually
 - [Tristan Arana Charlebois – Developer] – present virtually
 - [Jordan Wallace – Developer] - present virtually
 - [Turner Kassie – Scrum Master] – present in person
 - [Andrew Pauls – Product Owner] – present in person
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2. Agenda Overview

(List key discussion topics in order of the agenda)

1. [Inform group of executive decisions to trim off fluffy features]
 2. [Inform group of schedule of important dates for remainder of project]
 3. [Discuss the planned timeline for members to complete remaining tasks]
 4. [Changes to the development cycle process]
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3. Discussion & Key Points

Topic 1: [Inform Group of Trimmed Features]

- **Summary:** [In an earlier meeting that morning, half of the team, including Product Owner and Scrum master met to go over a revised version of the MVP. Due to time constraints and the end of the semester rapidly approaching, the MVP was hacked down to ensure the group is able to complete. Andrew recapped the proposed, reduced MVP]

- **Decisions Made:** [1] – The MVP would reflect the new design, and not include all of the originally desired features. To see the new, trimmed down MVP, see the Minutes from the meeting that took place prior to this meeting (earlier today).
- **Action Items:** [1] Andrew to post the new MVP requirements to the team Discord, so that everyone has the same expectations and can view them openly.

Topic 2: [Discuss Important Dates with the Team]

- **Summary:** Proactively, the members who attended the meeting before this one decided that there would be set dates for getting certain aspects of the project completed. These dates were expressed to the group by Andrew.
- **Decisions Made:**
 - [1] – Last team meeting on April 8th. On this date, everyone is to attend meeting in person and we will go over presentation together. Prior to this meeting, the presentation material must already be constructed.
 - [2] – 2nd last meeting to be on Friday April 4. At this meeting, the group will decide how to prepare presentation material, and assign tasks for presentation construction to groupmembers. The first part of this meeting will be discussing any final bug fixes that were made. The project should no longer be modified at the source level. All members are to meet in person.
 - [3] - 3rd last meeting on Tuesday April 1. This marks the first day of testing. At this point, the MVP must be done. If the MVP is done, we can test as a group on this day, and then identify changes that need to be made from testing results, which can be patched before the 4th. Everyone is to attend the meeting in person.
 - [4] MVP to be done by Tuesday March 25.
 - [5] All servers to be running, GA to be running by March 18.
 - [6] Dashboard needs to support multiple drivers, directions and map lines, as soon as possible.
- **Action Items:**
 - [2] – All team members work on their independent tasks.

Topic 3: [Questions and concerns the group has in general]

- **Summary:** Cole brought up the original project expectations (grading information) and asked if we thought we were adhering to our original specification. Group decided that in general, we were, although there have been changes to the final product as we realized we did not have enough time to realistically get everything done. It was also discussed that Andrew, Product Owner, should begin compiling all of the Scrum documentation into a neat and organized folder so that the TA's can easily see what we have done throughout the weeks.

- **Decisions Made:** We will continue on with our trimmed down model of Reroute, and not worry about adding additional features to bring it back up to our January design UNTIL we have everything on the MVP done. For example, we will not implement a mobile app, unless we have time, for the web app isnt even done.

Andrew will compile the meeting minutes, sprint docs into neat and organized directory.

We will be shooting for the bonus mark by hosting on a public domain and presenting a short video explaining the product / blog post.

- **Action Items:**

[3] – Andrew to compile all minutes, sprint docs, product backlog, summary of changes into neat and organized directory.

4. Action Items & Next Steps

Action Item	Assigned To	Due Date	Status
[Task 1]	Andrew	March 8	Pending
[Task 2]	All	March 7	pending
[Task 3]	Andrew	March 18	pending

5. Additional Notes / Other Business

- Meeting with TA Tuesday March 11
- Sprint Deadline Next Meeting, March 7, everyone to try and have their most recent user story completed with the cuts announced and explained/posted to the group

6. Next Meeting Details

 **Date & Time:** [Friday March 7, 2025 at 10:00] Friday

 **Location:** [Schmon Tower 237A or via virtual link]

 **Key Topics for Next Meeting:**

1. [Sprint Review]
2. [Sprint 5 Planning]
3. [The implementation of the dashboard for Multi - TSP]

3. [The implementation progress of the Multi-TSP]

 **Meeting Adjourned at:** [11:30 a.m.]

 **Minutes Prepared By:** [Andrew Pauls]